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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

4 October 1972

1. Present were:

[Redacted]

25X1

2. No regular DD/P Staff Meeting

3. Items of interest from the DD/S Staff Meeting - 3 October.

25X1

a. Special Assistant for Information Control. In introducing [Redacted] Mr. Coffey noted that Mr. Colby in naming [Redacted] his Special Assistant for Information Control also charged [Redacted] as the Agency Records Management Officer, Agency Archivist, Chairman of the Agency Records Management Board and to perform other duties in information control as the ExDir may prescribe. [Redacted] said that about 50 percent of his time has been spent in his unanticipated role as the Agency focal point for actions regarding EO 11652. There were early requests for release of classified information from the New York Times and the Associated Press. Their requests have been rejected in all cases. The Director does not want to release any now classified information. The Director wants "to hold the line," said [Redacted] said that the rationale developed has gone beyond "protecting intelligence sources and methods." The rationale worked out stresses "maintaining the Agency credibility to attract new intelligence sources." [Redacted] said that, "The New York Times would be putting out a Sunday supplement article naming CIA, State and DOD as 'bad guys' regarding the release of information under EO 11652." The AP has sent an appeal to the Agency Classification Review Committee. The appeal was denied. The AP is now going to appeal to the Inter-Agency Classification Review Committee (ICRC).

Aside from actions related to EO 11652, [Redacted] has been giving considerable time and attention to Agency records management - with the accent being on "management." [Redacted] noted that Mr. Colby is quite serious about records management, and this means more than mere records disposition. We are making headway at the [Redacted] Records Center via the use of microfilm technology

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There has been a tendency to increase records storage at Headquarters due to space limitations [redacted] This has the effect of driving people from the Headquarters building to other office building space. The Agency is receiving one-half billion pieces of paper per year. We are about keeping even through records destruction. [redacted] is reconquering some space. By saving fractions of a cent on each piece of paper (that does not have to be stored), the Agency has a "potential gold mine." [redacted] urged those present to encourage their Records Management Officers to look at office records problems with imaginative eyes with a goal to save dollars through better records management. [redacted] said that the British expect their Records Management Offices (RMO) to save their employers twice their salary each year; GSA recommends that US Government RMO's should save the Government five times their salary each year; and some management associations recommend that RMO's should save their companies ten times their salaries each year. [redacted] said that, "Agency Records Management Officers generally do not even save the Agency their own salaries through imaginative records management ideaseach year."

b. Suspected Letter Bombs. Mr. Osborn said that five or six suspicious letters have been sent to key Agency officials lately. We have X-rayed them. Nothing harmful has been found to date.

4. Other items of interest.

[redacted]

b. [redacted] Steve is at home, feeling very well, and hopes to return to work soon.

c. IMPDET Markings on Cables. We notice that while the IMPDET stamp is being used on some cables, the serial number of the classifier is sometimes illegible on the pink copies. The original sent to the Cable Secretariat is passed to the Signal Center for transmission. The Cable Secretariat microfilms a xerox of the original which is retained for years. The Signal Center destroys the original after 6 or 8 days. All of this suggests that you pay particular attention to having the serial number of the classifier be very distinct on the original. Typing the whole legend is the surest way.

d. Recently Approved Support Officer Assignments.

[redacted]

June 73

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